



INTERPERSONAL SKILLS PPT ASSIGNMENT

LISTENING SKILLS

- ❖ When you listen to what an interviewer is saying you can give more thoughtful and well thought out answers.
- ❖ Mistakes and misunderstandings come from poor listening skills.
- ❖ "Listening is a greatly undervalued skill" -Adria Firestone

CHARACTER TRAITS

Attendance

- Companies look for dependability and the main factor in being dependable is attendance.

Punctuality

- It shows that you're dedicated to the job, interested in the work and capable of handling responsibility.

Honesty

- Honesty builds foundations of trust with colleagues, competitors, staff, and customers.

Cooperation

- A team that works together can accomplish more work than those who work as individuals.

CHARACTER TRAITS (CONT.)

Dependability

- Dependability in the workplace leads to consistency.

Initiative

- It shows the people within your working environment that you are capable to bring out ideas and actively carry them out.

Loyalty

- This shows that you are dedicated to your business and can see yourself with them in the future.

Eagerness

- Businesses want people they believe will complete assigned tasks in an upbeat and cooperative manner.

MAINTAINING RELATIONS WITH CO-WORKERS

- ❖ Trust
- ❖ Positive Feedback
- ❖ Appreciation
- ❖ Avoid Confrontation
- ❖ Team Unity



CULTURAL DIFFERENCES?

Cultural Literacy is where you learn to understand and accept the differences in other people. When you reach out to your fellow co-workers and neighbors that are from other cultures, you find you have several things in common that can start a friendship such as our jobs, our children, and our religion, etc.



Negative Peer Pressure

Don't give in
just because
other co-
workers are
doing
something.

Use your
head. You
know what is
right and
what is
wrong.

Try to stay
focused on
your work.

HOW TO HANDLE CRITICISM, DISAGREEMENT OR DISAPPOINTMENT

- ❖ 1. Looking for seeds of truth in criticism encourages humility.
- ❖ 2. Learning from criticism allows you to improve.
- ❖ 3. Criticism opens you up to new perspectives and new ideas you may not have considered.
- ❖ 4. Your critics give you an opportunity to practice active listening.
- ❖ 5. You have the chance to practice forgiveness when you come up against harsh critics.

HOW TO DRESS

- ❖ Solid color, conservative suit
- ❖ Coordinated blouse
- ❖ Moderate shoes
- ❖ Limited jewelry
- ❖ Neat, professional hairstyle
- ❖ Tan or light hosiery
- ❖ Sparse make-up & perfume



An ornate, light gray decorative frame with intricate scrollwork and floral patterns, set against a dark background. The frame has a central rectangular area with rounded corners and a small decorative flourish above the text.

:) THE END (: